

Crafton Hills College

ETC Meeting Minutes

Date: October 28, 2015
 Next Regular Meeting: TBD
 Time: 1:00pm – 2:30pm
 Location: LADM 220

The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revises as necessary the Intro to online learning course(s) (CHC 062), as well as the process by which online instructors and courses are evaluated. The committee reviews and approves eLearning instructors and courses. The committee reviews the success of the eLearning program and makes recommendations for professional development to address identified deficiencies. Develops and provides content for the CHC eLearning portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's eLearning program to instructional support services, student services and the curriculum committee for eLearning programs and students.

Members (present in bold):

Allen-Hoyt, Denise; Boebinger, Kelly; Brink, T. L.; Cervantez, Jeff; Hanley, J, Hendrickson, Catherine; Petrovic, Snezana; Patty Quach; Word, Daniel; Yau, Margaret;

Non Voting Members: Reece, Bryan; **Lares, Rhiannon, Elisya Incidis**

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:05 pm	
Agenda Items		
Approval of Minutes	Reviewed 10-14-15 meeting minutes.	Moved to approve by Kelly. Seconded by Jeff. Approved by consensus.
OEI and Canvas	Reviewed updates in OEI regarding the use of Canvas on the exchange To avoid student confusion, participation on the exchange is contingent on the use of Canvas. Future agenda item: recommendation regarding Canvas	Members will consider moving the Nov. 11 th meeting (which is on a holiday) to Nov. 4 th or Nov. 18 th at 1 pm.
Courses needing Approval	BUSAD 103 (new DE addendum – on hold) ENGL 101 (course update) PHIL 103 (course update)	We need to make sure regular and effective contact with students and accessibility are addressed in the DE course updates.
Instructors Needing Approval	Consideration of Step 1 DE certification for CHC Faculty Step 1: Suzanne Pantoja – BUS (consider for step 1 approval) Step 3: Christie Firtha – Eng (approved step 2) (Eng 101 section 75) Step 3: Todd Menzing – Soc (approved step 2) (Hist 101 section 71) Step 3 : Ralph Rabago – Kin (approved step 2) (Kin 200 Section 70)	A Google Doc will be made available to document the approval for and comments on the three courses (Firth, Menzing, and Rabago). Members are to review these courses by next Wednesday.
Distance Education Plan	Continued review and recommendations.	
Intro to Online Learning Course	None	
DE Workshops	None	
Statements from the public	None	

Announcements	None
Future Agenda items	Review of Canvas LMS (Nov 11 th meeting) Portal Support (counseling, financial aide, etc). Recommendations for 2015-2016 DE workshops
Adjourn	2:44 pm